

File

ADMINISTRATIVE - INTERNAL USE ONLY

3 January 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

Director of Information Services

SUBJECT: OIS Weekly Report (27 December 1984 - 2 January 1985)

With the exception of the weekly report from the Information Privacy Division (attached), there are no reportable items from the Office of Information Services.

Attachment



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
31 December 1984

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: Weekly Report (26-31 December 1984)

An earlier OIS Weekly (3 December) carried a report of the CRD program which resulted in the declassification of 332 intelligence estimates. The DI/IRO, on 12 December, expressed concern that the action on these documents, which contain considerable DI input, had not been coordinated with the DI. We researched the background of the review of NIEs, SNIEs, and SEs, and found that they were handled as a regular part of the Systematic Review Program. A DI/RMO originally had decided that they should be reviewed as part of the program; they were reviewed under DI approved guidelines; and individual coordinations were made in specific cases where the CRD reviewer had a question. These community documents were then coordinated with six other U.S. agencies and it was only after the concurrence of all that a document would be declassified. ☐

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 Acting Chief

ADMINISTRATIVE - INTERNAL USE ONLY

31 December 1984

MEMORANDUM FOR: Director of Information Services

FROM:

Acting Chief, Information Resources Management Division

SUBJECT:

Weekly Report of the Information Resources
Management Division, 26-31 December 1984

SIGNIFICANT EVENTS AND ACTIVITIES

a. Wang Administration. The telecommunications line problem from Wang to VM has apparently been resolved, enabling OIS once again to transmit documents to Headquarters electronically.

Information Technology Branch, is working with the Wang customer engineer to correct problems with the Information and Privacy Division (IPD) backup disk drive. Replacing the drive controller boards in the CPU did not resolve the problems, and diagnostic testing is continuing.

IPD, are continuing to "clean up" the IPD system disk. During the last month, they have reduced disk storage from 63 percent to 54 percent of theoretical capacity, which should improve system performance and reliability.

b. Records Center. Records center personnel performed the following activities during the week:

RAMS
ARCINS

Made 6 additions and 2 changes.

Jobs received/edited: 11.

Jobs keyed: 10 consisting of
366 entries.

Jobs completed: 17.

Title searches: 1.

Accessions:

Received 6 jobs totaling 37 cubic feet.

References:

Serviced 551 requests for records.

Special Runs:

Three: one each to OP, OL, and OTS.

ADMINISTRATIVE - INTERNAL USE ONLY

31 December 1984

MEMORANDUM FOR: Director of Information Services

FROM:


Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 25 December
through 31 December 1984

The holiday season continued to produce an abatement of activity in RPD. We processed three notices on a priority basis. Of particular significance was Social Security and Medicare Payroll Deductions which informs employees that these deductions are being increased effective with the first paychecks received in January 1985. This proposed issuance was handcarried to the DDA on 31 December. Also processed were Announcement of Appointment to Key Position in the Directorate of Administration, and Summary of Agency Employment.

